

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO. C-24  
PAGE  
NO. 1

1. Requesting Agency

ANNE ARUNDEL COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CORRESPONDENCE

Quantity:  $\frac{1}{2}$  cubic foot  
Dates: 1943 - -  
File Arrangement: Alphabetical  
Disposable Amount:  $\frac{1}{4}$  cubic foot

Correspondence with individuals, private firms, various state and county agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

*Approved Hall of  
Records Commission*

2. LICENSES

Quantity: 18 cubic feet  
Dates: 1945 - -  
File Arrangement: by fiscal years  
Annual Accumulation:  $\frac{1}{2}$  cubic feet  
Disposable Amount:  $\frac{1}{4}$  cubic feet  
Audited by: State

Applications for and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

Amusement Device Licenses  
Anglers' Licenses  
Auctioneers' Licenses

*Approved Hall of  
Records Commission*

7. Agency Division or Bureau Representative

*W. H. Hopson, Jr.*  
Signature

*Clerk of Circuit Court*  
Title

*6/7/55*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*6/8/55*  
Date

*Maria S. Radall*  
Archivist

*JUN 13 1955*  
Date

*McCluskey*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

SCHEDULE NO. C-24

PAGE NO. 2

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Distributors' Licenses (SLUT MACHINE)  
Duck Blind Licenses  
Hucksters' Licenses  
Hunting Licenses  
Liquor Licenses  
Pushers' Licenses  
Tongers' Licenses  
Traders' and Miscellaneous Licenses

A record of the licenses issued is recorded in the permanent Licenses Books, giving the date, name of licensee, district, type of license, and amount paid. Total amounts received for licenses are recorded in the Daily Cash Book, which is the permanent financial record of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. AUTHORIZATIONS FOR LIQUOR LICENSES

Quantity: 2 cubic feet  
Dates: 1950 - -  
File Arrangement: by fiscal years and chronologically therein.  
Annual Accumulation: 1/4 cubic foot  
Disposable Amount: 1 1/4 cubic feet  
Audited by: State

Authorization from the County Board of License Commissioners to the Clerk of Court, signifying its approval of the license candidate under the provisions of Article 2B, Section 27, Annotated Code of Maryland, 1951. The authorizations have no value after the license has been issued.

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*Approved Hall of  
Records Commission*

4. TEMPORARY CIVIL AND CRIMINAL DOCKETS

Size: 1/2" x 9" x 11"  
Quantity: 1 cubic foot  
Dates: 1915 - -  
File Arrangement: Chronological by date of appearance in court  
Annual Accumulation: 1/4 cubic foot  
Disposable Amount: 1 cubic foot

APPROVED BY  
Date ... JUN. 1. 3. 1954

Docket prepared for temporary use in court. Information in the docket is recorded in permanent form in the Criminal Docket, Law

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Works.

Docket, Equity Docket, Divorce Docket, and Adoption Docket of Anne Arundel County. This material is considered non-record with-  
in the meaning of the statute governing non-record material  
(Article 41, Section 155, Annotated Code of Maryland, 1951 Edition).

5. RECEIPT BOOKS

Size: 1" x 9" x 11"

Quantity: 55 cubic feet

Dates: 1931 - -

File Arrangement: In series by types of receipts and chrono-  
logical therein

Annual Accumulation: 4 cubic feet

Disposable Amount: 43 cubic feet

Audited by: State

There are three types of receipts, contained in three concurrent series of receipt books:

1. Receipts for Deeds and Mortgages
2. Receipts for Conditional Sales and Chattels
3. Receipts for Law and Equity

The pre-numbered receipt is prepared in duplicate for money re-  
ceived by the office of the Clerk of Circuit Court. The original  
(white) copy is given to the payer, and the carbon (yellow or buff)  
copy remains in the receipt book.

Amounts receipted for are permanently recorded in the Daily Cash Book.

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IS LATER, AND THEN DESTROY.

6. DAILY SALES SHEETS

Size: 4p. 11" x 16 $\frac{1}{2}$ " and 2p. 10" x 12"

Quantity: 2 $\frac{1}{2}$  cubic feet

Dates: 1941 - -

File Arrangement: Chronological

Annual Accumulation: 1/4 cubic foot

Disposable Amount: 2 cubic feet

Audited by: State

Printed form showing amounts of money received by the office of the Clerk of Circuit Court each day, broken down according to account. The information contained on the Daily Sales Sheets is transferred to the Daily Cash Book, which is the permanent financial record of the office. The Daily Sales Sheets are designed for the convenience of the auditors, and have no value after the audit is

*Approved Hall of  
Records Commission*

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APPROVED BY  
BOARD OF PUBLIC WORKS

Date... JUN 13 1951

*J. McInnis*  
.....  
Secretary

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completed.

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7. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 10 cubic feet  
Dates: 1937 - -  
File Arrangement: Chronological  
Disposable Amount: 8 cubic feet  
Audited by: State

This item includes the following accounting records used as supporting data to the final book of entry:

Paid invoices and bills for telephones, electricity, and miscellaneous goods and services required for the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Circuit Court.

Copies of the monthly and annual reports of the Clerk to the State Comptroller.

Copies of payrolls and miscellaneous papers relating thereto.

The transactions which they concern are recorded, for the convenience of the auditors, in the Daily Sales Sheets. They are also recorded in the Daily Cash Book, which is the permanent financial record of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of  
Records Commission*

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date.....

*[Signature]*  
Secretary